

Fee Based Programs

Resources for County Extension Agents

scenario

Events through Local Committees

step
1



participants

Participants are remitting their fees to the local committee.

step
2



committees

Therefore, the committee issues their own generic receipt to each participant. Extension receipts are not to be used. The committee then remits the participation fee to Extension.

step
3



county extension agents

The Agent issues one Extension receipt to the committee upon receipt of the participation fee, and sends these funds (check or money order), the pink copy of the Extension receipt that was made out to the committee, and AG-231 (*Event and Deposit Form*) to the Extension Cash Management Office.

scenario profile

Events through Local Committees

about: Participants are remitting their fees to the committee; therefore, the committee issues their own generic receipt to the participant. Do not use Extension receipts for participants. When the committee remits the participation fee (\$10/per participant or 10%, whichever is greater) to Extension, the Agent issues one Extension receipt to the committee for these funds. The Agent sends the funds (check or money order), the pink copy of the Extension receipt that was made out to the committee, and AG-231, *Event and Deposit Form*, to the Extension Cash Management Office.

- AG-231: *Event Report with Deposit Form*
(complete and mail to Extension Cash Management with funds and Extension pink receipt)

Found on the Web at: <http://agriflifeas.tamu.edu/library/pdf/forms/ag-231.pdf>

Texas A&M AgriLife Cash Management Office

Physical Address:

578 John Kimbrough Blvd.

Fifth Floor Suite

College Station, TX 77843-2147

Mailing Address:

PO Box 10420

College Station, TX 77842

- AG-232: *Event Report with Request for Invoice*
(complete and mail to Extension Cash Management if the committee is requesting to be invoiced for the cost recovery funds)

Found on the Web at: <http://agriflifeas.tamu.edu/library/pdf/forms/ag-232.pdf>

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note: If the committee remits the participation fees in cash, do not mail cash. Convert cash to a money order. Pay for the money order with the cash you have received, and include the receipt for the cost of the money order with your deposit.

quick scenario overview:

1. Participants remit fees to the committee.
2. The committee issues their own generic receipt to the participant.
3. The committee remits the appropriate fee to Extension.
4. The agent issues one Extension receipt to the committee when the cost recovery funds are received.
5. The agent sends the funds, the pink copy of the Extension receipt that was made out to the committee, and form AG-231.